

**EYES ONLY**

SECRET  
D/ORD

SPECIAL PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
28 September 1979  
1310 - 1417 hours

1. There were additions to the agenda under New Business:
  - a. MAG II instruction for ORD secretaries.
  - b. Instruction on the 6640 Printer in AMR/ORD for all ORD secretaries.
  - c. Hiring of ORD wives as part-time clerical or secretarial personnel.
2. The evaluation and grouping of ORD secretarial and clerical personnel from GS-03's to GS-07's was completed. (SEE SHEETS ATTACHED.)  
The grouping of [REDACTED], GS-09, Secretary to D/ORD and [REDACTED] GS-08, Secretary to DD/ORD is done by the DDS&T Secretarial and Clerical Evaluation Board. STAT
3. [REDACTED] Contract Support Assistant, GS-07, PPBB/MS was placed in the "High Potential" category. STAT
4. [REDACTED] Records Administrative Officer, GS-08, ORD/Registry was placed in the "High Potential" category. STAT
5. [REDACTED] Information Control Clerk, GS-06, ORD/Registry was placed in the "Valuable Contribution" category. STAT
6. [REDACTED] Security Assistant, GS-07, Contracts Staff was placed in the "High Potential" category. The Special Panel discussed contacting Office of Security and talking to them about the possibility of placing [REDACTED] under the Office of Security Career Designation. STAT
7. The Panel did not place [REDACTED] GS-06, Computer Operator in any category. STAT

**EYES ONLY**

**ADMINISTRATIVE-INTERNAL USE ONLY**

EYES ONLY

8. The Panel agreed that all secretarial evaluation sheets should be completed by the Division Chiefs.

9. There were no promotion recommendations.

10. There were no award recommendations. The Panel members agreed that there was an ORD need to review and consider Quality Step Increases for secretarial, clerical and registry personnel.

11. The Panel agreed that a memorandum should be prepared and sent to all interested secretarial, clerical and registry personnel encouraging them to enter into college degree programs in order to prepare for professional positions at higher grade levels. It was requested that these employees be encouraged to seek training in job-related subjects and languages, and ORD management would assist in this effort as much as possible within the Office of Training guidelines. [ ] and [ ] were asked to prepare the memorandum.

STAT

STAT

12. The Training Officer was asked to prepare a 1980 Training Plan for secretarial, clerical and registry personnel in order that it might be presented to the Division Chief concerned. He or she will be asked to approve the plan with the understanding that the employee will be permitted to attend the training session when scheduled.

13. [ ] told the Panel that he felt that all ORD secretaries should be rescheduled for MAG II instruction again because many of them were not using the machines properly. He asked that each secretary be contacted to see if they needed instruction on the 6640 Printer located in AMR/ORD. If so, [ ] could give them instructions.

STAT

STAT

EYES ONLY

**EYES ONLY**

14.  was asked to find out if ORD could hire wives of ORD employees as part-time secretaries.

STAT

15. The secretarial, clerical and registry evaluations and groupings done at this meeting will be reviewed by the CSP at the October meeting.

9 October 1979  
Date

Executive Secretary, SP/ORD

STAT

Attachments  
A/S

APPROVED:

9 Oct 79  
Date

STAT

9 Oct 79  
Date

2 Oct 79  
Date

2 Oct. 79  
Date

**EYES ONLY**